# **Assassination Records Review Board Final Determination Notification**

AGENCY : HSCA

RECORD NUMBER: 180-10060-10492

RECORD SERIES : STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

Released under the John F Kennedy Assassination Records Collection Act of 1992 (44 USC 2107 Note). Case#:NW 68261 Date: D9-01-2022

**December 8, 1995** 

**Status of Document:** Postponed in Part

# Number of releases of previously postponed information: 7

Reason for Board Action: The Review Board's decision was premised on several factors including: (a) the significant historical interest in the document in question; (b) the absence of evidence that the release of the information would cause harm to the United States or to any individual.

### **Number of Postponements: 4**

Postponements: All the postponements in this document represent Social Security numbers.

Reason for Board Action: The text is redacted because the public disclosure of the redaction could reasonably be expected to constitute an unwarranted invasion of personal privacy, and that invasion of privacy would be so substantial that it outweighs the public interest.

Substitute Language: SSN

Date of Next Review: 2017

**Board Review Completed:** 10/24/95

Date: 08/20/93 Page: 1

#### JFK ASSASSINATION SYSTEM

#### IDENTIFICATION FORM

#### AGENCY INFORMATION

AGENCY : HSCA

RECORD NUMBER: 180-10060-10492

RECORDS SERIES : STAFF PAYROLL RECORDS

AGENCY FILE NUMBER:

#### DOCUMENT INFORMATION

ORIGINATOR: HSCA

FROM:

TITLE :

DATE: 09/27/77

PAGES: 6

SUBJECTS:

HSCA, ADMINISTRATION NORRIS, ELIZABETH

DOCUMENT TYPE : PRINTED FORM

CLASSIFICATION: U
RESTRICTIONS: 3
CURRENT STATUS: P

DATE OF LAST REVIEW: 06/04/93

OPENING CRITERIA:

COMMENTS:

Box 2.

(Please Use Typewriter U.S. HOUSE OF Ror Ballpoint Pen) Washington,	D.C. 20515 on this form must be initialed by the authorizing official.)
To the Clerk of the House of Representatives:	
	•
I hereby authorize the following payroll action:	
Employee Name (First-Middle-Last)	Effective Date
Elizabeth M. Norris	November 30, 1978
Employee Social Security Number	Type of Action
JFK Act 5 (g)(2)(D)	☐ Appointment ☐ Salary Adjustment
Employing Office or Committee/Subcommittee	☐ Title Change
Assassinations	□ Termination (At close of business on effective date)
8 8 6 6 6 6 6 6 8 6 7 8	☐ Leave without pay (Beginning with effective date above and endin close of business
	Specify Date
If type of action is an Appointment, Salary Adjustment, or Title	Change, complete appropriate information below.)
Position Title	Gross Annual Salary*
r Committee Employee, complete appropriate item below.)	
<ol> <li>Standing Committee: Staff—☐ Clerical or ☐ Profession</li> <li>Special (Investigative staff of Standing Committee) of the Joint Committee.</li> <li>Joint Committee.</li> <li>f Employee of an Officer of the House, complete item below Position Number If applicable, Level I certify that this authorization is not in violatic elatives.</li> </ol>	or Select Committee: Authority—H. Res. 256_of 25th Congres  on of 5 U.S.C. 3110(b), prohibiting the employment of Signature of Authorizing Official)
<ol> <li>Standing Committee: Staff—□ Clerical or □ Profest</li> <li>Special (Investigative staff of Standing Committee) of</li> <li>Joint Committee.</li> <li>f Employee of an Officer of the House, complete item below Position Number If applicable, Level I certify that this authorization is not in violatic elatives.</li> </ol>	or Select Committee: Authority—H. Res. 956_of 95th Congres  on of 5 U.S.C. 3110(b), prohibiting the employment of Signature of Authorizing Official)  LOUIS STOKES  (Type or print name of Authorizing Official)
1. Standing Committee: Staff— Clerical or Profes  2. Special (Investigative staff of Standing Committee) of  3. Joint Committee.  If Employee of an Officer of the House, complete item below  Position Number If applicable, Level  I certify that this authorization is not in violation elatives.  Date	or Select Committee: Authority—H. Res. 956_of 95th Congres  on of 5 U.S.C. 3110(b), prohibiting the employment of Signature of Authorizing Official)  LOUIS STOKES  (Type or print name of Authorizing Official)  Chairman
1. Standing Committee: Staff— Clerical or Profes  2. Special (Investigative staff of Standing Committee) of Standing Committee) of Clerical or Profes  3. Joint Committee.  If Employee of an Officer of the House, complete item below Position Number If applicable, Level I certify that this authorization is not in violation elatives.  Date December 11 1978  (Type or print name and title of above official)  All appointments and salary adjustments for employees loyees, except those of the Committee on Appropriations, the	Step
1. Standing Committee: Staff— Clerical or Profes  2. Special (Investigative staff of Standing Committee) of  3. Joint Committee.  f Employee of an Officer of the House, complete item below Position Number If applicable, Level I certify that this authorization is not in violation elatives.  Date	Step
1. Standing Committee: Staff— Clerical or Profes  2. Special (Investigative staff of Standing Committee) of  3. Joint Committee.  If Employee of an Officer of the House, complete item below Position Number	Step
2. Special (Investigative staff of Standing Committee) of 3.   Joint Committee.  If Employee of an Officer of the House, complete item below Position Number	Step
1. Standing Committee: Staff— Clerical or Profes  2. Special (Investigative staff of Standing Committee) of  3. Joint Committee.  If Employee of an Officer of the House, complete item below Position Number	Step

PAYROLL AUTHORIZATION FORM

NW 68261

Docld:32239500 Page 3

# PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

# U.S. HOUSE OF REPRESENTATIVES Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

# To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date					
Elizabeth M. Norris	Oc tober 1, 1978					
Employee Social Security Number	Type of Action					
JFK Act 5 (g)(2)(D)	Appointment					
	☐ Salary Adjustment					
Employing Office or Committee/Subcommittee	☐ Title Change					
Assassinations	<ul> <li>☐ Termination (At close of business on effective date)</li> <li>☐ Leave without pay (Beginning with effective date above and ending</li> </ul>					
RANGO 607 609 607 305 KARU 60 24 607 CAMP	close of businessSpecify Date					
If type of action is an Appointment, Salary Adjustment, or Title (	Change, complete appropriate information below.)					
Position Title	Gross Annual Salary*					
	\$16,100.00					
* If employee is a civil service annuitant (includes U.S. House of Representatives), t	he gross annual salary shown should include the annuity received by the employ					
olus the salary received from the employing office.  If Committee Employee, complete appropriate item below.)						
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Profes						
	or Select Committee: Authority—H. ResofCongress					
2. Decial (Investigative statt of Standing Committee) of	or Salact Committee, Authority, H. Dan July and College					
the state of the s	or beleef Committee: Authority—II. ResofCongress					
3.   Joint Committee.  If Employee of an Officer of the House, complete item below						
<ol> <li>Joint Committee.</li> <li>If Employee of an Officer of the House, complete item below</li> <li>Position Number</li></ol>	/.)					
3.  Joint Committee. If Employee of an Officer of the House, complete item below Position Number	on of 5 U.S.C. 3110(b), prohibiting the employment o					
<ul> <li>3.   Joint Committee.</li> <li>If Employee of an Officer of the House, complete item below Position Number  I certify that this authorization is not in violatic relatives.</li> <li>October 10</li> </ul>	on of 5 U.S.C. 3110(b), prohibiting the employment o					
3.   Joint Committee.  If Employee of an Officer of the House, complete item below Position Number	on of 5 U.S.C. 3110(b), prohibiting the employment o					
3.  Joint Committee. If Employee of an Officer of the House, complete item below Position Number	Step					
3.   If Employee of an Officer of the House, complete item below Position Number	Step					
3.   Joint Committee.  If Employee of an Officer of the House, complete item below Position Number	Step On of 5 U.S.C. 3110(b), prohibiting the employment of Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  under the House Classification Act and for Committee em-Committee on the Budget, and the Joint Committees, must Chairman, Committee on House Administration					
3.   If Employee of an Officer of the House, complete item below Position Number	(Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  under the House Classification Act and for Committee em-Committee on the Budget, and the Joint Committees, must					
3.   If Employee of an Officer of the House, complete item below Position Number	Chairman, Committee on House Administration  Step  (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  Chairman, Committee on House Administration					

# PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

### U.S. HOUSE OF REPRESENTATIVES Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

# To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

	Employee Name (First-Middle	e-Last)		Effective Date				
	Elizabeth M. Brown	Dec	December 1, 1977					
	Employee Social Security Nu		Type of Action					
	JFK Act 5 (g)(2)(D)		☐ Appoir	☐ Appointment				
<del> </del>	Employing Office or Committee/Su	haammittaa		Adjustment				
	Assassingtions	Dominico	☐ Leave	ation (At close of business on effective date) without pay (Beginning with effective date above and endi of business				
(If type	of action is an Appointment, Salary A	djustment, or Title	Change, comple	ete appropriate information below.)				
	Position Title	<b>e</b>	·	Gross Annual Salary*				
	Staff Assistant			\$15,000				
* If empl plus the	loyee is a civil service annuitant (includes U.S. Horsalary received from the employing office.	use of Representatives),	the gross annual sa	lary shown should include the annuity received by the emplo				
If Com	nmittee Employee, complete appropri	ate item below.)						
	1. ☐ Standing Committee: Staff—☐ (	Clerical or □ Profe	essional.					
	_			A pic 5th A & Con A. R.				
	2. Special (Investigative staff of Sta	anding Committee	or Select Comm	ittee. Authority H Pos 400 at 1000				
	3.   Joint Committee.			ittee: Authority—H. Res.——of——Congre				
(If Emp	3.   Joint Committee.  Ployee of an Officer of the House, co  Position Number	mplete item belov f applicable, Leve	w.) elSte <sub>l</sub>	0				
(If Emp	3.   Joint Committee.  Ployee of an Officer of the House, co  Position Number	mplete item belov f applicable, Leve	w.) elSte <sub>l</sub>					
(If Emp	3.   Joint Committee.  Ployee of an Officer of the House, co  Position Number	mplete item belov f applicable, Leve s not in violati	w.) elSte <sub>l</sub>	0				
(If Emp	3.   Joint Committee.  Ployee of an Officer of the House, co  Position Number!  certify that this authorization is	mplete item belov f applicable, Leve	w.) elSte <sub>l</sub>	0				
(If Emp relative Date	3.   Joint Committee.  Ployee of an Officer of the House, co  Position Number!  I certify that this authorization is es.  December 1	mplete item below f applicable, Leve s not in violati	w.) elSte <sub>l</sub>	C. 3110(b), prohibiting the employment  (Signature of Authorizing Official)				
(If Emp relative Date	3.   Joint Committee.  Ployee of an Officer of the House, co  Position Number!  certify that this authorization is	mplete item below f applicable, Leve s not in violati	w.) on of 5 U.S. outs Stoke	C. 3110(b), prohibiting the employment  (Signature of Authorizing Official)				
(If Emp relative Date	3.   Joint Committee.  Ployee of an Officer of the House, co  Position Number!  I certify that this authorization is es.  December 1	mplete item below f applicable, Leve s not in violati	w.) elStep ion of 5 U.S.	C. 3110(b), prohibiting the employment  (Signature of Authorizing Official)				
(If Emp	3.  Joint Committee.  Ployee of an Officer of the House, co Position Number	mplete item below f applicable, Leve s not in violati , 19 Minority Member) ents for employees Appropriations, the	w.)  I Step  Son of 5 U.S.  Outs Stoke  Hallman  S under the Ho	C. 3110(b), prohibiting the employment  (Signature of Authorizing Official)  (Type or print name of Authorizing Official)				
(If Emp	3.   Joint Committee.  Ployee of an Officer of the House, co  Position Number	mplete item below f applicable, Leve s not in violati , 19 Minority Member) ents for employees Appropriations, the	w.)  Step  on of 5 U.S.  Stoke  aunder the Ho e Committee of	C. 3110(b), prohibiting the employment  (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title-If Member, District and State)  use Classification Act and for Committee employment the Budget, and the Joint Committees, must				
(If Emp	3.   Joint Committee.  Ployee of an Officer of the House, co  Position Number	mplete item below f applicable, Leve s not in violati , 19  Minority Member) ents for employees Appropriations, the	w.)  Step  on of 5 U.S.  Stoke  aunder the Ho e Committee of	C. 3110(b), prohibiting the employment  (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  use Classification Act and for Committee em				
relative Date (If approp	3.   Joint Committee.  Ployee of an Officer of the House, co  Position Number	mplete item below f applicable, Leve s not in violati , 19  Minority Member) ents for employees Appropriations, the	w.)  Step  on of 5 U.S.  Stoke  aunder the Ho e Committee of	C. 3110(b), prohibiting the employment  (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  use Classification Act and for Committee employment the Budget, and the Joint Committees, mustirman, Committee on House Administration				
(If Emp	3.  Joint Committee.  Ployee of an Officer of the House, co Position Number	mplete item below f applicable, Leve s not in violati , 19  Minority Member) ents for employees Appropriations, the	w.)  Step  on of 5 U.S.  Stoke  aunder the Ho e Committee of	C. 3110(b), prohibiting the employment  (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  use Classification Act and for Committee employment the Budget, and the Joint Committees, mustirman, Committee on House Administration				
(If Emp	3.  Joint Committee.  Ployee of an Officer of the House, co Position Number	mplete item below f applicable, Leve s not in violati , 19  Minority Member) ents for employees Appropriations, the	w.)  I Step  Son of 5 U.S.  Stoke  I The I	C. 3110(b), prohibiting the employment  (Signature of Authorizing Official)  (Type or print name of Authorizing Official)  (Title—If Member, District and State)  use Classification Act and for Committee employment the Budget, and the Joint Committees, mustirman, Committee on House Administration				

## PAYROLL AUTHORIZATION FORM

(Please Use Typewriter U.S. HOUSE OF REPRESENTATIVES or Ballpoint Pen)

Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

# To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)		Effective Date				
Elizabeth M. Brown	September 27, 1977					
Employee Social Security Number	Type of Action					
JFK Act 5 (g)(2)(D)	Appointment  Salary Adjustment					
Employing Office or Committee						
Assassinations	☐ Termination (At close of business on effective date)					
(If type of action is an Appointment or Salary Adjustment, comple	te the fol	llowing information.)				
Position Title		Gross Annual Salary				
Staff Assistant		\$13,000				
(If Committee Employee, complete appropriate item below.)						
1. Standing Committee: Staff—Clerical or Profession	onal.					
2. Special or Select Committee: Authority—H. Res. 465	of_ <u>95</u>	Congress.				
3.   Joint Committee.						
(If Employee of an Officer of the House, complete item below.)	er 1					
Position NumberIf applicable, Level	Ste	P				
I certify that this authorization is not in violation crelatives.	f 5 U.S	.C. 3110(b), prohibiting the employment of				
_ Common and Common an		and the second s				
DateSeptember 27		(Signature of Authorizing Official)				
	s Stoke	•				
		(Type or print name of Authorizing Official)				
<u>Chair</u>	(Title – If Member, District and State)					
All appointments and salary adjustments for employees under ployees, except those of the Committee on Appropriations, the Combe approved by the Committee on House Administration.	nmittee o	n the Budget, and the Joint Committees, must				
APPROVED:	Cho	airman, Committee on House Administration				
Office of Finance use only:	, ;					
Office Code	-					
Monthly Annuity \$00						

Copy for Initiating Office or Committee

To: G. Robert Blakey
From: Tom Howarth
Date: September 27, 1977
Re: Hiring of Staff Assistant

I recommend that we hire Elizabeth Brown as the second staff assistant in the Budget Office at an annual salary of \$13,000.00 starting September 27, 1977.

3134 Q. Street, N. W. Washington, D. C. 20007 Telephone: h - 333-2105 o - 225-6565

#### EXPERIENCE

October 1974 - Present

Staff of U. S. Representative Jack Brooks, Washington, D. C. Handle all aspects of case work in the areas of military, Social Security and veterans affairs. Correspond with constituents in regards to general and specific inquiries, which often necessitates contact with various government agencies and Congressional Committees in order to obtain needed information. Correspond with constituents concerning legislative inquiries. Assist in reviewing and assigning all outgoing mail. Responsible for various facets of the procedure involved with the nomination of service academy applicants. Performed duties of receptionist and appointment secretary on a full time basis, and presently perform these duties as needed. Temporarily assumed duties and responsibilities of office manager.

Sept. 1973 - Dec. 1973

Learning Foundations, Inc., Wilmington, N. C. Part-time math tutor for grades one through twelve.

Feb. 1973 - June 1973

Wonder Shop, Wilmington, N. C. Part-time sales clerk.

#### EDUCATION

1972 - 1974

University of North Carolina Wilmington, N. C. 28401

Degree: Bachelor of Arts in Mathematics

1970 - 1972

Peace College Raleigh, N. C.

#### BIOGRAPHICAL DATA

Born:

March 12, 1952, Wilmington, N. C.

Appearance:

Height: 5'5" Weight: 114 lbs

Health: Excellent

Hobbies:

Water sports, tennis, needle point, and

reading.

#### MEMORANDUM

ALL STAFF TO:

Payroll Certification RE:

The Regulations and Accounting Procedures for Allowances and Expenses of Committees, Members and Employees of the U.S. House of Representatives require that, among other things, the Committee's monthly payroll certification include the relationship, if any, of each employee to any current Member of Congress. This certification is signed monthly by our Chairman.

The following are the relationships to be included in the certification:

father	nephew	brother-in-law
mother	niece	sister-in-law
son	husband	stepfather
daughter	wife	stepmother
brother	father-in-law	stepbrother
sister	mother-in-law	stepsister
uncle	son-in-law	half-brother
aunt	daughter-in-law	half-sister
first cousin		

1f-brother lf-sister

Please complete the appropriate portion below, sign and date this form, which will then become a part of your permanent personnel If this status changes, you must notify the Committee's Budget Office immediately of the change.

X	I	am	not	rela	ated	to an	y cu	rrent	(95th	Cong	gress)	Memb	er of	Cong	ress
				ated speci			ent	(95th	Congre	ss)	Member	of	Congre	ess.	
								a angles and the second se							